FINAL FORMS PARENT REGISTRATION

HOW DO I SIGN UP?

1. Go to https://columbusacademy-oh.finalforms.com.
2. Click **REGISTER** under the Parent icon.
3. Type your NAME and EMAIL and then click **REGISTER**.
4. Open your email and click **CONFIRM YOUR ACCOUNT** in the email text.
   NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the **FinalForms** *email, please email* support@finalforms.com.
5. Type your password and click **CONFIRM ACCOUNT**.
6. You will be asked if you want to grant another parent/guardian access to your registered students. Either click **SKIP THIS STEP** or type name and email address and click **ADD PARENT ACCOUNT**.
7. Your account will be created, you can then **REGISTER STUDENT** for your first child.

REGISTERING A STUDENT

WHAT INFO WILL I NEED?
- Insurance Company & Policy Number
- Doctor & Dentist Contact Information
- Your Email Address & Student's Email Address
- Hospital Preference

HOW DO I REGISTER MY FIRST STUDENT?
NOTE: If you have followed the steps above, you are already logged in. Jump to Step 3.
1. Go to https://columbusacademy-oh.finalforms.com.
2. Click **LOGIN** under the Parent icon.
3. Click **REGISTER STUDENT**.
4. Confirm that your student's **NAME, EMAIL ADDRESS, DATE OF BIRTH, GENDER, HS GRADUATION YEAR and HOME ADDRESS** are correct and click **CREATE STUDENT**.
5. Assign your student to a sport by clicking its checkbox. Sports are separated by year, season and registration deadline. Click **UPDATE SPORTS** after making your selection. *NOTE: A sport selection can be changed anytime up until the registration deadline.*
6. Complete *each form* and enter your full name (e.g. "John Smith") into the parent signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.
7. When all forms are complete, you will see a "Forms Finished" message. An email will automatically be sent to the email address on record for your student prompting him/her to sign forms requiring student signature.
8. If you are registering an additional student, click **MY STUDENTS** at the top of the page and jump back to Step 3. Most of the information, like home address and contact information, is automatically copied to your additional students. All forms for additional students will still *require your signature*.
9. ******IMPORTANT*** If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign <u>student forms</u> requiring his/her digital signature.***

STUDENT SIGNATURE

1. Go to https://columbusacademy-oh.finalforms.com.
2. Click **LOGIN** under the Student icon.
3. If your student does not remember his/her password, please click the appropriate button:
    a. Forgot Email?
    b. Forgot Password?
    c. Never Logged In?
4. Enter student's full name (e.g. "John Smith") into the **Student Signature** field at the bottom of the page.
5. Click **SUBMIT** and move on to the next page requiring a student signature. ***Please be sure all Student Signature fields*** *have been completed.*

QUESTIONS?

Please contact Matt Thompson at thompsonm@columbusacademy.org **or** 614-509-2566.